

# AIR Forum Terms and Conditions

These are the terms that govern your attendance at and/or participation in The Association for Institutional Research Forum (AIR Forum) By registering for the AIR Forum, you are agreeing to these terms. If you are registering on behalf of another it is your responsibility to ensure that the person attending is aware of these terms and accepts them, and by completing the registration you are warranting that you have made the attendee aware of these terms and that they have accepted these terms.

## AIR Forum Admission

Your registration entitles you to admittance to the AIR Forum, May 25-29, 2020. Any and all other costs associated with your attendance (including without limitation any additional pre-or-post conference educational offerings, or travel and/or accommodation expenses) shall be borne solely by you. AIR shall have no liability for such costs.

## Code of Conduct

AIR invites you to attend the AIR Forum, our annual conference, in the collegial spirit of learning, sharing, and networking with open-mindedness and respect.

Attendees must behave responsibly at all events. Threatening physical or verbal actions; disorderly or disruptive conduct; and harassment, sexual or otherwise, will not be tolerated. Such behavior may result in removal from the meeting, denial of access to meeting facilities, and other penalties.

These behaviors do not belong at the AIR Forum:

- Disrespecting, heckling, or disrupting a session.
- Being disruptive or drinking excessively at social functions.
- Stalking, following, threatening or disrespecting the boundaries of other attendees.
- Abuse of power (including abuses related to position, wealth, race, or gender).
- Any behavior that discriminates against a group or class of people or an individual.
- Harassment of any kind.
- Aggressively advocating your own services, products or causes.

## Support the Code

As a conference attendee, you agree to report any instances of violation of the code that you witness while at the AIR Forum. Violations may be reported to any AIR Staff member (identifiable by the AIR Staff name tag).

## AIR's Commitment

AIR will investigate all incidents reported with discretion and confidentiality. AIR reserves the right to revoke the privilege of attendance to any person who violates our Code of Conduct. This includes revocation of attending the AIR Forum in its entirety or in part, and/or to cancel/revoke the conference registration of that person without refund.

## Privacy

AIR Forum sponsors are provided with AIR Forum attendee personal information. This is limited to attendee name, title, institution and physical mailing address. AIR does not provide attendee email addresses to sponsors. Attendees may opt-in to receive email communications from select sponsors during the registration process. Please note that when you scan your Credentials/Badge at a booth, or other session hosted by an AIR Forum sponsor or exhibitor, your contact information (email and/or phone number) may be shared with that entity, who may use it to send you communications and materials. By allowing the scanning of your Credentials/Badge, you are consenting to this sharing. Any sponsor's or exhibitor's use of your information is subject to its privacy policies and practices, which AIR does not control. To unsubscribe from further communications from these entities, please contact them directly.

## Visual/Audio/Image release

AIR reserves the right to use any photographs, recordings, electronic images or publicity material received by or obtained by AIR in the course of the AIR Forum, for whatever use deemed proper.

## Attendee's Assumption of Risk

Attendee assumes all risk incidental to their attendance at AIR FORUM and participation in any AIR Forum activities and agrees to hold AIR harmless for such risk.

Attendee acknowledges that there are hazards and risks of physical injury or illness and that not all such hazards or risks can be fully eliminated. By registering and/or attending AIR FORUM, Attendee freely and voluntarily agrees to assume the full risk of bodily injury or property damage, regardless of severity. Attendees understand the risks involved with AIR Forum activities and appreciate that they may have to exercise extra care for their own person and for others around them in the face of such hazards.

## Cancellation Policy

### AIR Membership:

AIR membership cannot be cancelled once it is ordered.

### AIR Forum Registration:

In order to receive a full refund, all cancellations must be submitted to [AccountsReceivable@airweb.org](mailto:AccountsReceivable@airweb.org) with the subject line "Forum Cancellation Request" by Monday, April 27, 2020. Cancellations received after the deadline will not be eligible for refund or forgiveness of amount due.

An AIR Forum registration is transferable to another person from the same institution until May 20, 2020. If the original registrant is a member and the new registrant is a nonmember, your institution will receive an invoice requiring payment for the difference between the member and nonmember attendance rate or for the cost of membership (professional membership: \$160 or graduate student membership: \$50).

## Pre-/Post-Conference Registration:

In order to receive a refund, all cancellations must be submitted to [AccountsReceivable@airweb.org](mailto:AccountsReceivable@airweb.org) with the subject line "Workshop Cancellation/Change Request" by Monday, April 27, 2020. Cancellations received after the deadline will not be eligible for refund or forgiveness of amount due.

*\*There is a \$35 administration fee to cancel or change pre-conference sessions.*